

Spec. Code: 3260(3264)  
Occ. Area: 04  
Work Area: 594  
Prom. Line: none  
Prob. Period: 6 mo.  
Effective Date: 09/16/02

## **EXECUTIVE SECRETARY\***

### Function of Job

Under the supervision of the president of a university, to serve as his/her personal secretary and perform all required related secretarial functions.

### Characteristic Duties and Responsibilities

1. Performs typing, shorthand, and transcription duties as required by the president
2. Coordinates and provides semi-professional service to university committees
3. Provides authoritative information to faculty and staff
4. Composes correspondence and reports requiring decisions that tend to establish precedents
5. Arranges, participates in, and/or implements decisions of conferences, committee meetings, and board of trustees meetings as directed
6. Signs president's name to correspondence, requisitions, vouchers, and other forms of correspondence as directed
7. Maintains personal files of the president
8. Performs other related duties as assigned

### Minimum Acceptable Qualifications

#### **CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Five years of secretarial experience that included the performance of responsible secretarial duties

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\*Alternate title: Executive Assistant

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Ability to take and accurately transcribe difficult dictation
2. Ability to perform difficult typing duties
3. Administrative ability

Executive Secretary.....Edited
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